

## X.TRAX Virtual Showcase

[www.xtrax.org.uk](http://www.xtrax.org.uk)

Submission form for street artists wishing to include video material on the X.TRAX virtual showcase

*Please only complete this form if you have already created a profile on the online database. Please make sure you update the text and photographs on your entry to the site before sending us your DVDs. You can now send us a selection of photos to be uploaded to the site.*

Please complete this form and send it with your DVD/s

Name of Artist/Company

Name of contact person

Address

Email

Telephone

Number of DVD discs enclosed

(maximum 4)

**Please write a short description (max 20 words) of what is on the DVD/s;** this will be a caption accompanying your piece on the website e.g. "10 minute show reel of ABC company's walkabout pieces" or "TITLE OF SHOW by NAME OF COMPANY , from performance at XYZ festival, June 2006, 25 mins". Please include the duration of each piece in minutes/seconds, remembering that items must be under 10 minutes for streaming.

1.

2.

3.

4.

**If you are sending more than one DVD please make sure they are all clearly labelled and that it is clear which caption goes with which disc.**

***Please ensure that the DVDs you send us are not encrypted or we will not be able to use them.***

**Hyperlink name**

X.TRAX will create a hyper link that takes users directly to your page on the website. If your company name is very long you may want to abbreviate it for ease of use. Please confirm what you would like your hyperlink artist-name to be here, remembering to avoid using special characters and punctuation, as you would in any web address.

www.xtrax.org.uk/

**Declaration**

Tick as appropriate:

I am the owner of the copyright for the enclosed material and give permission for it to be uploaded to the X.TRAX website for internet streaming

and / or

I am the owner of the copyright for the enclosed material and give permission for it to be uploaded to the X.TRAX website as a downloadable file

Signature

Print Name

Date

Please print this form out and send it with your DVDs to

**X.TRAX , 51 Old Birley Street, Manchester, M15 5RF**

Telephone 0161 227 8383 Email [nicole@xtrax.org.uk](mailto:nicole@xtrax.org.uk)

**Please also send additional photos for uploading to the site to [nicole@xtrax.org.uk](mailto:nicole@xtrax.org.uk)**

## Check list and Frequently Asked Questions

- 🎬 Make sure the DVD isn't encrypted otherwise we will not be able to transfer it.
- 🎬 Ensure that the DVD and the case are clearly labelled with the name of the company and name of the show/s
- 🎬 Sometimes less is more – an edited section of a piece may be a more useful promotional tool than your whole show
- 🎬 If you want us to extract an excerpt from a long show please label the DVD giving the precise time references.

### Streaming or downloads – a bit of explanation

We can offer you the option of having your video material viewed online through streaming or as a download, or both.

#### Streaming

This means that your material can be viewed instantly over the internet without the viewer having to take the time to download it. This works best with a fast broadband connection – you can see how this works by looking at [www.youtube.com](http://www.youtube.com) The quality of the experience is dependent on the speed of your broadband connection and the quality of the computer you are using. With a fast connection and high specification computer this can give a quality viewing experience, but a lower spec computer and poor connection will mean that the video may jump or stop/start and give a lower quality experience.

If your material is streamed it can only be viewed over the internet. It can not be downloaded or copied into any other format.

#### Download

We can also offer the option of having your material available as a download. We can offer this in addition to or instead of the streaming option. This means that someone can download a digital file in Quicktime format that will save your video on to their computer. This may take a while to download, depending on the size and length of the material, but the advantage of this is that it means that someone could save it on to a DVD and play it on a separate DVD player. This means that the viewer may have a higher quality viewing experience than is possible via streaming.

#### What is best?

Its really up to you, but we recommend that you take up our offer of doing both. The streaming option means that someone browsing the site has instant access to film of your work in performance, which can only be a good thing. If they want to see it in the highest possible quality format they can also download it.

## **Copyright**

There are some complexities around copyright and the internet. The artists/company/creative team will own the copyright of the performed work itself (or elements of the work depending on the contractual arrangements with the creative team) but the film maker will probably own the copyright of the film itself unless you have made all the arrangements for the filming and had them sign a contract that makes it explicit that the copyright is yours. If you are not sure that you own the copyright relating to the DVD you send us you should check with whoever made your film that they give you explicit permission to upload it to the internet for streaming and/or downloading.

It is very important to specify that we have permission to upload the footage to the internet in the signed consent form attached, and generally it is necessary to include an acknowledgement of the name of the (copyright) work and its author.

**Please note – this does not constitute legal advice and we recommend that you do your own research about copyright if you are in any doubt about who owns the copyright of material you send us.**

## **Why can't we upload our own material to the website?**

We have to take responsibility for the content of our website and regularly have to remove inappropriate listings (including online gambling promotions, porn, fake Rolex offers etc) from our database of street artists. For this reason we regret that we cannot let artists upload videos or photographs themselves.

## **Can we remove content videos if they become out of date or for any other reason?**

Yes – just call or email the X.TRAX office and we will remove the content for you.

**If you have any queries about any of this or would like to make comments or suggestions or offer feedback please contact us.**

**X.TRAX , 51 Old Birley Street, Manchester, M15 5RF**

Telephone 0161 227 8383 Email [nicole@xtrax.org.uk](mailto:nicole@xtrax.org.uk)